

SCHOOL REGULATIONS

The following regulations from 527 CMR apply to schools:

10.09: Schools

All schools shall conform to the following fire drill regulations:

(1) The responsible school official in charge of the school or the school system shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved; such plan shall be presented to and approved by the head of the fire department.

(2) The headmaster or person in charge of each school shall see that each class instructor or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his duties before he assumes such duties.

(3) Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after entering such school.

(4) The head of the fire department, or person designated by him, shall visit each school at least four times each year for the purpose of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advance warning to the school personnel other than the person in charge of the school at the time.

(a) Records. A record of all fire exit drills shall be kept on the premises and persons in charge of such occupancies shall file written reports at least twice a year with the head of the fire department giving the following information:

1. Time of drill.
2. Date of drill.
3. Weather conditions when occupants were evacuated.
4. Number of occupants evacuated.
5. Total time for evacuation.
6. Other information relevant to the drill.

(b) Evacuation. Fire exit drills shall include complete evacuation of all persons from the building.

5) Paper materials displayed in Educational Use Occupancies, as defined in 780 CMR: *The Massachusetts State Building Code*, shall be permitted on walls only in accordance with 527 CMR 10.09 (5).

(a) Classrooms. Paper materials displayed shall not exceed 20% of the total wall area. Paper materials displayed shall be attached directly to the walls and shall not be permitted to cover an egress door or be placed

within five feet of an egress door. When determining wall areas in accordance with 527 CMR 10.09(5)(a), door and window openings shall be included.

Exception 1: Paper material displayed in fully enclosed viewing cabinets with glass or polycarbonate viewing panels or covered with glass or polycarbonate sheet material. (Thermoplastic materials such as *Plexiglas*® are not acceptable.)

Exception 2: Flame retardant paper material used for display.

Exception 3: Paper material displays may cover up to 50% of the total wall area in classrooms that are fully sprinklered in accordance with 780 CMR: *The Massachusetts State Building Code*.

(b) Exit access passageways, assembly areas and corridors. Paper materials displayed shall not exceed 10% of the surface area of any wall. Such paper material shall be positioned in such manner to avoid concentration of materials to reduce flame spread in the event of a fire. In no event shall any one grouping exceed a maximum horizontal measurement of 12 ft and a maximum vertical measurement of 6 ft.. Groups of paper material shall be allowed as long as there is space between each group equal to the horizontal width of the largest adjacent group. Paper material used for display shall be attached directly to the walls and shall not be permitted to cover an egress door or be placed within five feet of an egress door.

Exception 1: Paper material displayed in fully enclosed viewing cabinets with glass or polycarbonate viewing panels or covered with glass or polycarbonate sheet material. (Thermoplastic materials such as *Plexiglas*® are not acceptable.)

Exception 2: Flame retardant paper material used for display.

Exception 3: Paper materials displayed shall not exceed 50% of the surface area of any wall in buildings equipped with automatic sprinklers in accordance with 780 CMR: *The Massachusetts State Building Code*. Such paper material shall be positioned in such manner to avoid concentration of materials to reduce flame spread in the event of a fire. In no event shall any one grouping exceed a maximum horizontal measurement of 12 ft and a maximum vertical measurement of 6 ft. Groups of paper material shall be allowed as long as there is space between each group equal to at least ½ the horizontal width of the largest adjacent group. Paper materials displayed shall be attached directly to the walls and shall not be permitted to cover an egress door or be placed within five feet of an egress door.

(c) Exits and enclosed exit stairs. Displayed paper materials shall not be permitted in exits and enclosed exit stairs.

(d) The provisions of 527 CMR 10.09(5) shall not prohibit the posting of exit signage or evacuation plans established in accordance with 527 CMR 10.09(1).

(e) The provisions of 527 CMR 10.09(5) shall not be applicable to any election materials required by law to be posted during any local, state or federal election.

10.17: Places of Assembly

(1) General.

(a) Scope. The decoration, operation or use of places of assembly and education shall comply with the applicable requirements of 527 CMR 10.00 and 21.00 and 780 CMR.

(b) Permit required. A place of assembly or one for educational use shall not be maintained, operated or used as such without a Certificate of Inspection from the building code official.

(c) Posting of occupant load. Each place of assembly or education shall be posted with an approved legible sign in contrasting colors conspicuously located near the main exit from the room or space stating the number of occupants permitted within such space. The number of occupants permitted shall be determined by 780 CMR. Assembly rooms or spaces which have multiple use capability shall be posted for all such uses. The owner shall be responsible for installing and maintaining such signs.

(d) Overcrowding. No person shall permit overcrowding or admittance of any person beyond the established posted occupant load of any place of assembly or education. The head of the fire department, upon finding overcrowded conditions or obstruction in aisles, passageways or other means of egress, or finding any condition which constitutes a hazard to life and safety shall cause the performance, presentation, spectacle or entertainment to be stopped until the area posted occupant load is re-established or the obstruction or hazardous condition is removed.

(2) Decorative Material. Decorative materials shall conform to 527 CMR 21.00 and 780 CMR.

(3) Motion Picture Screens. In places of assembly or education, a motion picture screen or screen masking shall not be used which will ignite and allow flame to spread over the surface when exposed to the test method test described in 527 CMR 21.00.

(4) Means of Egress.

(a) General. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use, to determine compliance with the provisions of 527 CMR 10.17. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

(b) Doors. An egress door shall not be locked, bolted or otherwise fastened or obstructed by any means, so that the door cannot be opened from the inside by the use of the ordinary door latch or knob or by pressure on the door or on a panic release device except as provided in 780 CMR.

(c) Aisles. In each room where chairs, or tables and chairs, are used the arrangement shall be such as to provide for ready access by aisles to each egress door. Aisles leading directly to an egress door shall have not less than 44" clear width. When serving an occupant load of 50 or less, such required clear width shall not be less than 36". Aisles shall not be obstructed by chairs, tables or other objects.

(d) Obstructions. A part of a stairway, whether interior or exterior, or of a hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit shall not be used in any way that will obstruct or restrict its use as a means of egress or that will present a hazardous condition.

(e) Signs and lighting. The signs and lighting of means of egress required for places of assembly or education shall be maintained in proper operating condition and be installed in accordance with 780 CMR.

(5) Projection Rooms.

(a) Refer to 780 CMR.

(b) Miscellaneous equipment: A maximum of four flammable liquid containers that do not have a capacity greater than 16 ounces and are of a nonbreakable type shall be permitted in each projection room.

10.02: Fire Extinguishers

(1) Any building or other premises, which, due to its location, construction, character or occupancy, or the manner of conducting business therein or thereupon is such that it is considered necessary by the head of the fire department, shall be provided with portable fire extinguishers installed and maintained in accordance with NFPA 10.

(2) Every school, college and university laboratory newly constructed or renovated, or any room used for similar purposes wherein corrosives or flammable liquids are handled or where open flame devices are used, shall be equipped with one or more Emergency Wash Systems. Emergency Wash Systems shall include Drench/Deluge Showers, Hand Held Body/Face Washers and Deck Mounted Drench Hoses. The permanently mounted showers shall be located as close to the main door of the laboratory as possible (to provide an escape route), but should not be located greater than 50' from an experimental area. The permanently mounted showers shall be capable of discharging a continuous spray at a rate of 30 gallons per minute. Emergency Wash Systems shall be tempered to between 70° and 90°F. Cold

potable water shall be permitted in those locations where tempered water is not accessible or as permitted by the head of the fire department.

The Drench/Deluge Showers, Hand Held Body/Face Washers and Deck Mounted Drench Hoses shall be installed in accordance with ANSI Z-358.1 and 248 CMR.

Each existing laboratory not equipped with an Emergency Wash System shall be equipped with at least one approved Fire Blanket, and a sign that reads:

"In Case of Clothing Fire
STOP, DROP and ROLL"

The location of the Emergency Wash System Stations, and Fire Blankets shall be clearly indicated by signs of contrasting color, either RED and WHITE or GREEN and WHITE. The signs shall be at least 70 square inches in area bearing the words "EMERGENCY WASH STATION", or "SAFETY SHOWER" or "FIRE BLANKET".

Every wash station shall be tested by the owner of the building or his designee twice annually (every six months) for proper flow and operation. The owner shall upon request, provide the fire department with the test result, (including but not limited to): date of test, station operation, system malfunctions, and the name of the person performing the test.

Each student shall be advised of the location and proper use of the above emergency safety equipment by the teacher, instructor, or person in charge of the class before the first experiment is conducted.

Each student shall also be instructed in the proper procedure for the extinguishment of clothing fires at least twice during the course, as directed by the head of the fire department. The installation and operation of each safety device noted above shall be in order before the commencement of any class conducting laboratory experiments.

10.07: Smoking

(3) Smoking shall be prohibited in schools, colleges, universities, public buildings and institutions except that smoking shall be permitted in designated areas. Such areas shall be approved by the head of the fire department. Such room or area shall be of a size suitable to accommodate the number of smokers requiring such facility.

10.03: General Provisions

(10) Fire Lanes.

(a) Designation. The head of the fire department shall require and designate public or private fire lanes as deemed necessary for the efficient and effective use of fire apparatus. Fire lanes shall have a minimum width of 18'.

(b) Obstructions. Designated fire lanes shall be maintained free of obstructions and vehicles and marked in an approved manner.

- (b) Maintenance. All designated fire lane signs or markings shall be maintained in a clean and legible condition at all times and replaced when necessary to insure adequate visibility.

(13) Hazards to Means of Egress.

- (a) Obstructions. No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as a means of escape from fire. The means of egress from each part of the building, including stairways, egress doors, and any panic hardware installed thereon, aisles, corridors, passageways and similar elements of the means of egress, shall at all times be maintained in a safe condition and shall be available for immediate use and free of all obstructions.

527 CMR 21.00: DECORATIONS, CURTAINS, DRAPERIES, BLINDS AND OTHER WINDOW TREATMENTS

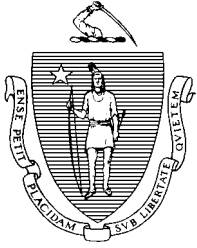
21.02: General Requirements

- (1) Materials regulated by 527 CMR 21.00 shall not be purchased, leased or rented for use in a particular occupancy unless the intended user has been provided with certification from an approved fire test laboratory that the regulated material conforms with the applicable provisions of 527 CMR 21.00.

527 CMR 29.00: UPHOLSTERED FURNITURE, MOLDED SEATING AND RE-UPHOLSTERED FURNITURE

29.02: General Requirements

- 2) Regulated seating shall not be purchased, leased or rented for use in a particular occupancy unless the intended user is provided with written notice from the manufacturer, supplier, vendor, distributor or an approved testing agency that the regulated seating conforms to 527 CMR 29.00.



DEVAL L. PATRICK
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LT. GOVERNOR

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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: August 1, 2010

SUBJECT: Reporting of School Fires

“An Act Relative to the Reporting of Fires in Schools” was signed into law by Governor Romney on May 12, 2006. The law (Chapter 80 of the Acts of 2006) became effective on August 10, 2006. I am re-issuing this information for your use as we approach the new school year.

This law **requires** that the principal of any public or private school of grades 1-12 shall **immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds, to the local fire department.** The principal shall file a written report to the local fire department within 24 hours. The principal must file this report whether or not the fire department responded. The fire department shall report the incident to the Marshal pursuant to Chapter 148 § 2 (MFIRS).

The law was created to mandate that schools report fires that may have previously gone unreported. The effect will be greater protection of our children and the ability to identify possible juvenile fire setters to provide appropriate early intervention.

If you have any questions please contact our Public Education Unit at 978-567-3380 or Code Compliance and Enforcement Unit at 978-567-3375 or in Western MA 413-587-3181.

SDC/bhs

Mandatory Report of Any School Fires

M.G.L. C 148. s. 2A

M.G.L. C 148, Section 2A. "The principal of any **public or private school** that provides instruction to pupils in any of grades 1 to 12, inclusive, shall **immediately** report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department. The principal shall submit a written report of the incident to the head of the fire department within 24 hours on a form furnished by the department of fire services. The report shall be filed without regard to the extent of the fire or whether there was a response by the fire department. The head of the fire department shall report such incident to the marshal in accordance with section 2."

This form is part of the mandatory reporting requirement under M.G.L. Chapter 71, Section 37L.

Remember to call 9-1-1 for any fire not already extinguished upon discovery.

For Fire Department use

Report received by: _____

Date: _____

Date: _____

Name of School: _____

Name of School District: _____

City/Town: _____

Name of Reporting Person: _____

(principal or designee)

Signature of Reporting Person: _____

Telephone # of Reporting Person: _____

Date & Time of Fire (if known): _____

Date & Time Fire Discovered: _____

(if different than when it occurred)

Who Discovered the Fire?: _____

(Name and Function: teacher, administrator, custodian, or student)

Location of Fire: ☐ Inside ☐ Outside

More Specific Location: _____

(e.g. floor and function such as "in a trash container in the 2nd floor boys' lavatory")

Fire Extinguishers & Emergency Wash Stations

527 CMR 10.02

Says where, how many and what kind of fire extinguishers and emergency wash stations schools need.

Has testing and inspection requirements.

Labs are required to have emergency wash systems (showers) or fire blankets and signage.

Chemistry Labs

527 CMR 14

Permits and special storage arrangements may be required based on the type and quantity of chemicals stored.

Don't store chemicals alphabetically.

Think about the life cycle and hazardous waste disposal when purchasing and storing chemicals.

See 527 CMR 10 for emergency wash stations, fire blankets and signage.

General Housekeeping

Store cleaning chemicals in a safe and secure area (not next to heat sources.)

Shut off the appliances in the teacher/staff lounge each day.

Teach kitchen fire safety to cafeteria staff and include them in fire drills. Kitchen fires are one of the leading causes of fires in schools.

School Fire Reporting Law

MGL c.148 s.2A

OSFM Advisory 6/1/2006, 8/1/2006

Requires schools to report all fires to the local fire department.

Requires fire departments to report all school fires to the Mass. Fire Incident Reporting System (MFIRS).

No Smoking in Schools

Fire Protection Systems

527 CMR 1.06, 527 CMR 11(Kitchen)

Requires schools to inspect, test and maintain fire alarm, fire sprinkler and kitchen suppression systems.

Fire and Life Safety Education

MGL c.71 s.1

DOE Health Curriculum Frameworks

The Student Awareness of Fire Education or S.A.F.E. Program has trained firefighter-educators to work with classroom teachers.

Consider using fire safety topics for practice MCAS essay questions.

School fire prevention requires teamwork. Local fire departments want to work closely with local school officials to create safe schools and to help keep them that way.

Fire Prevention in Schools



Kevin M. Burke
Secretary of Public Safety

Stephen D. Coan
State Fire Marshal

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www.mass.gov/dfs

A school is one of the most important resources a community has. A fire destroys costly bricks and mortars but also the heart of the community.

This pamphlet is designed to give a quick summary of the fire prevention regulations affecting schools with directions on where to find more detailed information.

Fire prevention laws can be found in MGL Chapter 148 and most fire prevention regulations affecting schools can be found in 527 Code of Massachusetts Regulations (CMR) 10. The Department of Fire Services' website has these and many helpful Office the State Fire Marshal (OSFM) Advisories - www.mass.gov/dfs and look for *OSFM Advisories* under *News & Events* and under *Fire Prevention*.

School Fire Drills

527 CMR 10.09
OSFM Advisory 6/27/2001

Fire Departments are required to conduct fire drills in schools four times a year including one within three days of the start of school.

School Evacuation and Multi-Hazard Plans

Section 363 of Chapter 159
of the Acts of 2000

School superintendents are required to meet with the local police and fire chiefs to develop a multi-hazard evacuation plan.

Place of Assembly (Theatres, Auditorium, Gym, Cafeteria)

527 CMR 10.17

Need a certificate of inspection from the building official which will set the occupancy limit.

New severe penalties for violating occupancy limits and blocked egress, passed in the aftermath of the fire at The Station nightclub.

See *School Wall Decoration* regulations for proms, dances, etc.

See regulations on drapery and curtains.

Upholstered Furniture, Molded Chairs and Re- Upholstered Furniture

527 CMR 29
OSFM Advisory 12/20/2002

Requirements are different for sprinklered and unsprinklered buildings.

Flammability testing requirements for furniture.

Furniture should be resistant to fire. It can produce volumes of toxic smoke.

Decorations, Curtains, Draperies and Window Treatments

527 CMR 21

Requires certification that these products meet flammability standards.

Theatrical Special Effects

527 CMR 2.09
OSFM Advisory 8/1/2003 and 1/5/2007

Need a permit from local fire department to use special effects and pyrotechnics (including flash powder and flash paper).

Must be conducted by licensed individual.

Failure to do so constitutes a violation of MGL c148 s.34A with a \$5,000 fine and/or 2 1/2 years in prison - passed in the aftermath of the fire at The Station nightclub.

School Wall Decorations (Uses of Paper Materials)

527 CMR 10.09 (5)
OSFM Advisory 10/21/2003, 11/1/2006
DFS has an entire webpage devoted to this topic: www.mass.gov/dfs click on *Fire Prevention* then *School Wall Regulations*.

- » FAQs
- » Regulations Explained
- » Overview

Regulates how, where and how much paper decorations may safely be displayed on walls in sprinklered and unsprinklered buildings.

When building new schools, consider this regulation and include bulletin board design to safely display paper materials.

Fire Lanes

527 CMR 10.03

Regulations on designation, maintenance and preventing obstruction of fire lanes.

Keep clear at all times.

Requirement for School Evacuation/Multi-Hazard Plans

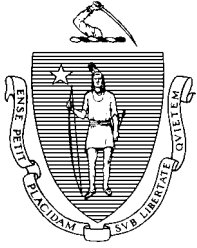
ADVISORY

To:	Head of Fire Departments
From:	Stephen D. Coan, State Fire Marshal
Date:	September 11, 2000
Re:	Requirement for School Evacuation/Multi-Hazard Plans

Section 363 of Chapter 159 of the Acts of 2000, by the Massachusetts Legislature, requires all school districts to formulate specific school emergency plans. This Act, cited below, places the responsibility to develop these plans upon the Superintendent of each school district and requires that Superintendent work with local fire and police departments in its development. This advisory is provided to you in order that you are aware that such requests for assistance and collaboration should be forthcoming. The Act reads as follows:

"Notwithstanding any general or special law to the contrary, the superintendent of each school district shall, prior to the beginning of the school year, meet with the fire chief (emphasis added) and police chief of the city, town or district to formulate a school specific "Muti-hazard evacuation plan" for each school under the superintendent's supervision. Said multi-hazard evacuation plan shall encompass, but not be limited to, evacuation for fires, hurricanes and other hazardous storms or disaster in which bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be formulated for each school building after a review of each building. Said plan shall include, but not be limited to: (1) establishment of a crisis response team; (2) designation as to who is in charge of said team and designated substitutes; (3) a communications plan; (4) crisis procedures for safe entrance to and exit from the school by students, parents and employees; and (5) policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis. Each district, with the assistance of the local police and fire departments (emphasis added), shall annually review and update as appropriate said plan. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed."

Over the past year, each fire department received a copy of the "School Emergencies, Community Pre-Planning Guide," published by the Executive Office of Public Safety. Many of you participated or sent representatives to seminars on this planning guidance that were held throughout the state. I suggest that this guide may be beneficial in assisting school districts in meeting their planning requirements



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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: August 1, 2010

SUBJECT: Emergency Amendment to 527 CMR 10.13(2) (d) and (e)

Enclosed please find a copy of an emergency amendment (effective 6-21-10) to 527 CMR 10.13(2) (d) and (e), which rescinded a requirement that A-2 Places of Assembly designate a crowd manager who was required to complete a fire and building code checklist. The original regulation was to be effective as of 7-1-10.

This regulatory action is being taken by the BFPR pending the anticipated promulgation of a significantly revised set of new regulations. The anticipated revised regulations will reflect recent changes in the State Building Code, which redefined and expanded the type of buildings within the "A-2" classification. Additionally, it is the Board's intent to require the "crowd manager" provisions in larger, more concentrated occupancies operated as nightclubs, bars and similar entertainment purposes.

SDC/bhs

Draft of Emergency Revisions to 527 CMR 10.13(2)(d) and (e) approved by the BFPR on 6-10-10.

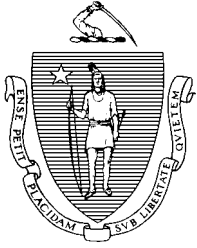
~~(d) **Reserved**-Designation of a Crowd Manager.~~ ~~Effective, July 1, 2010, the owner or operator of a business or activity located in any Place of Assembly classified as an A-2 use group under 780 CMR, the State Building Code, shall designate a crowd manager..~~

~~The crowd manager shall be at least 21 years of age, shall be the owner or operator of the business or shall be under the direct control and supervision of said owner or operator. The crowd manager shall be responsible for the following:~~

- ~~(1) maintaining clear exits, assuring that there is no overcrowding, initiating a fire alarm if necessary, directing occupants to exits; and~~
- ~~(2) General fire and life safety awareness of employees and occupants, including assuring that exit announcements are made in accordance with 527 CMR 10.13(2)(e); and~~
- ~~(3) Accurately completing the safety plan checklist required by CMR 10.13 (2)(e)~~

~~The crowd manager shall be knowledgeable about the responsibilities required in 527 CMR 10.13(2)(d) and (e). The Marshal shall develop training materials and the method to assure that said crowd managers are knowledgeable about their responsibilities.~~

~~(e) **Reserved**-Fire and Building Safety Checklist.~~ ~~Effective July 1, 2010, the crowd manager required by the provisions of 527 CMR 10.13(2)(d) shall be responsible for the completion of the Fire & Building Safety Checklist, as prescribed by the Marshal. This checklist shall include, but not be limited to, the routine safety check of existing fire protection systems, fire extinguishers, signage, interior finish, exits, unobstructed egress, crowd control procedures, employee training and building capacity restrictions. This checklist shall be completed as required by the Marshal and shall be kept on the premises for at least one year. The checklist shall be subject to inspection by the head of the fire department, the Marshal or their designee.~~



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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: August 2, 2010

SUBJECT: **Commercial Cooking Operations (527 CMR 11)**

The regulation governing commercial cooking operations, which became effective January 1, 2010, requires a certificate of competency for those conducting cleaning/inspection of commercial cooking operations (527 CMR 11). The second is a requirement to notice the local fire departments of deficiencies discovered during the cleaning/inspection. As a result, of this requirement, we are already seeing reports and some common deficiencies.

To assist you, the Department of Fire Services has generated a “generic” order (attached) that can be used and modified to meet your department’s needs. This sample order is not all-inclusive, but can assist the local departments. Please refer to the 2008 edition of NFPA 96 and 527 CMR 11 for all the code requirements of commercial cooking operations.

If you have any please contact the Code Compliance and Enforcement Unit at 978-567-3375 or in Western MA at 413-587-3181.

SDC/bhs

ORDER OF NOTICE

Business: _____ Date: _____

Address: _____ Tel: _____

City: _____ Zip code: _____

On _____, the _____ Fire Department conducted an inspection of your commercial cooking exhaust system. The inspection revealed the following violations:

- ☐ Failure to inspect the exhaust system in accordance with 527 CMR 11.02, NFPA 96 11.4
- ☐ Failure to have fire-extinguishing system inspected semi-annually. (527 CMR 11.02), (NFPA 96 11.2.1)
- ☐ Excessive grease build-up. (527 CMR 11.02), (NFPA 96 11.6.2)
- ☐ Inability to access all areas of the exhaust system. (527 CMR 11.02), (NFPA 96 7.3.1)
- ☐ Grease filters not in compliance with the standard. (527 CMR 11.02), (NFPA 6.1)
 - ☐ Mesh filters shall not be used
 - ☐ Filter(s) not listed
 - ☐ Filter(s) not present
- ☐ Hood and duct not liquid tight. (527 CMR 11.02), (NFPA 7.5.2.1)
- ☐ Other: _____

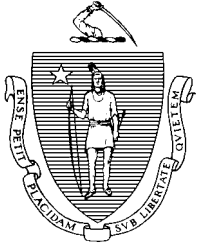
- ☐ Violations shall be corrected by no later than _____.
- ☐ You are ORDERED to immediately cease and desist all cooking operations until the above listed violations have been corrected.

Failure to comply with this order may result in civil and/or criminal penalties.

Contact the _____ Fire Department at (000) 000-0000 when the violations have been corrected.

Owner/occupant signature: _____ Date: _____

Fire department signature: _____ Date: _____



DEVAL L. PATRICK
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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Restaurant and Commercial Cooking Owners/Operators

FROM: Timothee C. Rodrique, Director
Division of Fire Safety

DATE: August 2, 2010

RE: New Commercial Cooking Exhaust System Regulations

Any person engaged in the cleaning or inspection of commercial cooking exhaust systems after January 1, 2010 must hold a Certificate of Competency issued by the State Fire Marshal. All cleaning and inspections that currently take place shall comply with the new regulation.

Inspections

Under the Massachusetts Fire Code, 527 CMR 11.00 and NFPA 96 – 2008 Edition, commercial cooking exhaust systems shall be inspected for grease build-up in accordance with the table below.

Schedule of Inspection for Grease Buildup

Type or Volume of Cooking	Inspection Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving moderate-volume cooking operations	Semiannually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses or senior centers	Annually

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

Based on the results of the inspection, a determination is made by the inspector if the system needs to be cleaned.

Licenses

There are two levels of Certificate of Competency available. Both of these certificates require that the individual pass a written examination offered by the State Fire Marshal's Office.

Type 1: This Certificate of Competency is issued to those individuals who are in the business of cleaning and inspecting commercial cooking exhaust systems. Requires that the individual have inspected/cleaned commercial cooking exhaust systems for a minimum of 500 hours within the past six (6) months.

Type 2: This "restricted" Certificate of Competency is issued for those individuals who conduct cleaning activities for commercial cooking operations that they own or operate.

Cleaning with a Type 2 License

The owner or operator of a commercial cooking operation, or employee thereof, shall not be prohibited from conducting the actual cleaning and grease removal of hoods, grease removal devices, fans, ducts and other appurtenances in their own commercial cooking, as long as the owner or operator holds a "restricted" Certificate of Competency. The restricted Certificate of Competency does not allow the holder of the certificate to conduct cleaning services for other commercial cooking operations. Owners and operators will still need to have an individual holding a Type 1 Certificate of Competency conduct all inspections.

Inspections Must be Done by Type 1 License Holders

Inspections must be done by holders of a Type 1 license. Holders of the Type 2 restricted licenses cannot perform inspections, only cleaning of systems on their own property.

Notice of Non-Compliance

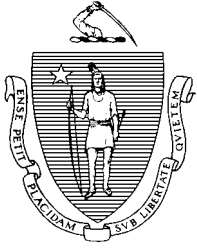
If a person holding a Certificate of Competency finds that a commercial cooking operation is not in compliance with 527 CMR 11 (relative to grease build up), a written notice shall be given to the local fire department within 48 hours and a copy to the owner. The form is prescribed in the regulation.

The owner/operator of a building shall maintain all cleaning and inspection records for a period of at least three years.

Additional information regarding this new program can be found at www.mass.gov/dfs, including an unofficial copy of the regulations, applications and exam information.

If you have questions concerning the certificates of competency, please contact Lydia Bogar at 978-567-3700 or by email at Lydia.Bogar@state.ma.us.

If you have questions concerning the regulation, or compliance issues, please contact the Code Compliance Desk at 978-567-3375, or in western Massachusetts at (413) 587-3181.



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

MARY ELIZABETH HEFFERNAN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121

www.mass.gov/dfs



STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

To: Heads of Local Fire Departments

**From: Stephen D. Coan
State Fire Marshal**

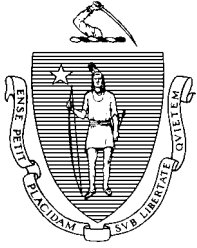
Date: July 13, 2010

RE: Oil Burning Equipment - Extension of the July 1, 2010 deadline

Chapter 453 of the Acts of 2008, "An Act Relative to Homeowner Heating Safety," relating to oil burning equipment, required a retrofit, by July 1, 2010, of certain existing oil supply and return lines with a non-metallic sleeve or oil safety valve for leak prevention. This requirement was also incorporated into recent amendments to the Oil Burning Equipment regulation, 527 CMR 4.00. Please be advised that an amendment to the law (Section 114 of Chapter 131 of the Acts and Resolves of 2010) recently signed by the Governor, has extended said original July 1, 2010 retrofit deadline to **September 30, 2011**.

Additionally, in a related matter, there is legislation pending (filed at the request of the Department of Fire Services) that would assist local fire departments, by changing the process for notification when oil fuel lines have been properly retrofitted. The new proposal would require the **oil burner technician** to forward the certifications directly to the local fire department and the State DEP. **The Fire department would no longer be required to take the additional step (and cost) of mailing paper copies of all certifications to DFS for recording purposes.**

I strongly encourage you to contact your local Representative or Senator and ask them to support these important changes (filed as an outside section to the supplemental state budget) by passing House 4841, "An Act Making Appropriations for the Fiscal Year 2011 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects."



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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: July 16, 2010

SUBJECT: Outdoor Wood Fired Boilers and Outdoor Wood Burning Devices

This office continues to receive inquiries regarding the use of outdoor wood fired boilers and various other devices such as chimineas. In order to provide guidance to local fire departments, the Department of Fire Services is re-issuing this updated advisory. Please note the changes regarding new regulations affecting outdoor wood fired boilers.

Outdoor Wood Fired Boilers

Outdoor wood fired boilers are self-contained hot water boilers that are fired by wood. Because of the size, location and configuration of these units, they are not regulated under the Massachusetts State Building Code (780 CMR), nor the Massachusetts Fire Code (527 CMR). Recently, the Massachusetts Department of Environmental Protection promulgated new regulations on wood fired boilers (hydronic heaters) at 310 CMR 7.26(50)-(54), which require the following:

- Only those outdoor hydronic heaters (wood fired boilers) that are EPA Phase 2 "white tag" qualified and whose manufacturers have filed compliance certifications with MassDEP may be sold for installation in Massachusetts, on or after April 1, 2009. A list of currently certified units may be obtained at:
<http://www.mass.gov/dep/air/community/certohh.htm>
- New units must be located minimum distances away from property lines and neighbors' dwellings (determined by their heat output ratings and specific uses), meet minimum

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

smokestack height requirements, burn only clean seasoned wood, and cause no nuisances or conditions of air pollution.

- Existing units (those in operation before December 26, 2008) are not required to be EPA Phase 2 "white tag" qualified, but "like new" units are subject to minimum smokestack height requirements, must burn only clean seasoned wood, and may not cause nuisances or conditions of air pollution.

Additional information on these regulations may be obtained by visiting the MassDEP site at: <http://www.mass.gov/dep/service/regulations/ohhregfs.doc>

Owners must comply with all applicable local rules governing Outdoor Hydronic Heaters, also referred to as wood fired boilers. MassDEP has authority to enforce all provisions of the regulation. In addition, municipal Boards of Health may enforce the regulation's specific operational, visibility and setback requirements (including burning improper fuel), and may also enforce the manufacturers' labeling requirements.

Massachusetts Air Pollution Control Regulations (310 CMR 7.00, *et seq.*), prohibit any burning which creates a nuisance or a condition of air pollution (i.e., excessive smoke) or hazard to others. This specific portion of the regulation is enforceable by the fire department (310 CMR 7.09).

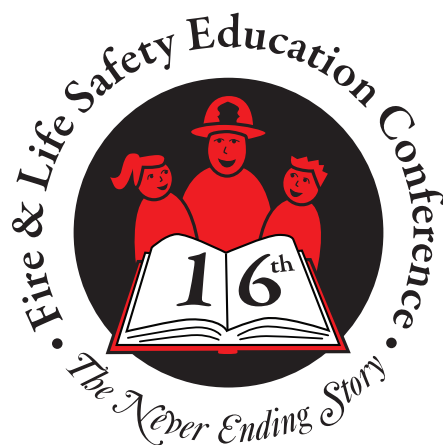
Outdoor Fire Pits, Outdoor Fireplaces and Chimineas

These are devices that have gained in popularity over the past several years, and they come in many shapes and sizes. These devices are not specifically regulated under Chapter 148, 527 CMR or the Air Pollution Prevention Regulations 310 CMR 7.00. Typically these devices are to be fueled by clean firewood. 310 CMR 7.07 (relative to the Fire Pits) and 7.08 (relative to the Outdoor Fireplaces and Chimineas) prohibit the burning of trash, refuse or other similar material in such devices. As with wood boilers, 310 CMR 7.09 prohibits any burning which creates a nuisance or a condition of air pollution (i.e., excessive smoke) or hazard to others, and again the fire department does have authority to enforce this prohibition pursuant to 310 CMR 7.09. Additionally, Massachusetts General Law Chapter 148 § 5 allows the head of the fire department to order that conditions likely to cause fire be remedied. This could be applicable when these devices are located on decks, or porches or located close to buildings.

A copy of the relevant sections of 310 CMR 7.00 can be found by visiting: <http://www.mass.gov/dep/air/laws/regulati.htm>

If you have any questions, you may contact your regional Massachusetts Department of Environmental Protection or visit Mass. DEP's web sites at <http://www.mass.gov/dep> or <http://www.mass.gov/dep/air/community/burnwood.htm>.

SDC/ml



CONFERENCE PROGRAM

September 22-23, 2010

**WESTFORD REGENCY INN
AND CONFERENCE CENTER**

219 Littleton Road (Route 110)
Westford, MA 01886

**Department of Fire Services
Stephen D. Coan, State Fire Marshal**

Planned by the
Massachusetts Public Fire & Life Safety Education Task Force
Look online at www.mass.gov/dfs under *What's New*

Educators certified in Massachusetts may apply for 13 hours of Professional Development Points (PDPs) from the Department of Elementary and Secondary Education with Conference Attendance Certificates.
OEMS credits have been applied for some sessions which meet EMT Continuing Education Standards; Not all topics are eligible for approval.

REGISTRATION FORM

REGISTRATION DEADLINE:
Wednesday, September 8

Name for Certificate _____
TITLE FIRST NAME M.I. LAST NAME

Name for Nametag _____
FIRST NAME LAST NAME

Organization _____

Organization Address _____

City _____ State _____ Zip Code _____

Phone (to contact you about this registration) _____

Email Address _____

Name of Community Partner registering with you _____

If a fire service member registers with a community partner (e.g. a teacher or elder service worker) or vice-versa, there is \$5 per day fee reduction. Two members of the same agency are NOT eligible for the discount.

Workshop Registration:

Please register for workshops by writing the number on the line for your first choice and your second choice in the event that the workshop is already full (e.g. 1, 2, 3, or 4).

September 22

Block A 1st _____ 2nd _____

Block B 1st _____ 2nd _____

Block C 1st _____ 2nd _____

September 23

Block D 1st _____ 2nd _____

Block E 1st _____ 2nd _____

Block F 1st _____ 2nd _____

Optional dinner 6:30 PM September 22 ☐ Yes ☐ No
(\$22 fee not included in registration fee)

Please register me for:

One Day\$80

Two Days.....\$130

Subtract \$5 per day if registering with a
community partner who must be named above..... \$5 or \$10

Optional Evening Dinner - September 22.....\$22

Total Due \$

Cancellation Policy

No refunds 0-4 days prior to conference. Refund, minus 25% administrative fee, 5-14 days prior to conference if cancellation is faxed to 978-567-3199. All cancellations **must** be in writing.

For more information:

Call 978-567-3380 or e-mail
Jennifer.Mieth@state.ma.us for
more information.

Late Fee

A \$10 late registration fee will
be charged for any registrations
received after September 8.

Payment Method:

Return completed form and check made payable to
Mass. Firefighting Academy Trust Fund to:

Public Education Conference
Department of Fire Services
P.O. Box 1025
Stow, MA 01775
978-567-3199 (fax)
Questions: 978-567-3715 or 3381

**The Department of Fire Services
can no longer bill or invoice local
agencies. Payment is required
prior to the conference. No cash
can be accepted.**

For Office Use Only

Check # _____

Check \$ _____

Paid Date _____

PROGRAM HIGHLIGHTS

WORKSHOPS

The theme of this year's conference is *Fire and Life Safety Education: The Never Ending Story*. The Massachusetts Public Fire & Life Safety Education Task Force has planned many workshops for life safety educators that incorporate using stories as a teaching tool as well reminding us that there is always a new generation who needs to learn fire and life safety.

There are basic offerings for newcomers to the field and new workshops to challenge experienced educators, workshops to improve our ability to collaborate with other community partners, and to expand program management skills. Most workshops are appropriate for multiple audiences.

For School Partners:

Every year we try to offer workshops that will be of interest to our school partners. Consider these workshops and general sessions: Teaching and Interacting with Children Who Have Autism (A4), School All Hazard Planning Part A (B3) and Part B (D3), Story Boarding: Crafting a Video Story (B4); 2nd Grade Pen Pals (C1), Lung Health Education for 5th Graders (D4); Dr. Elizabeth Englander from the Mass. Aggression Reduction Center on Cyberbullying; and Bill Harley, a nationally-known storyteller on how to incorporate storytelling into lesson plans.



Back to Basics

Whether you are new to fire and life safety education or have been doing it for a while, here are some core workshops to make sure you use consistent messages and approaches and are up to date on best practices. Look at: Evaluation (A5); Setting Up Sparky's Hazard House (B2); Fire Safety House (B3); Using Sparky's Hazard House as a Teaching Tool (C3); The Idea Exchange (C4); The Art of Guiding Discussions (D1); Reaching Older Adults (E4).



Reaching the Hard to Reach

It is important for us to effectively reach out to special populations in our communities. Look at: What's the Story on Inhalant Abuse? (A2); Teaching and Interacting with Children Who Have Autism (A4); Suicide Prevention (B1); Education Intervention for Juvenile Firesetting (C5); Lung Health Education for 5th Graders (D4), Campus Fire Safety (F2).



Planning & Managing Programs

Some workshops are designed to provide tools, skills and resources for managing programs. Look for: Meeting Facilitation (A1); Rubrics for Firefighters (B5); Incorporating Team Building into Small Group Activities for Middle Schoolers (D2); Idea Exchange (C3); Master Panel Discussion (D5); Social Networking Technology (F3); Leveraging Community Resources (F5).



Collaboration

These workshops help improve our collaboration skills in working with other community partners. Look for: Meeting Facilitation (A1); School All Hazard Planning Part A (A3) and Part B (D3); Story Boarding: Crafting a Video Story (B4); Teaching with the Sprinkler Demonstration Trailer (C2 and repeated F1); The Art of Guiding Discussions (D1); Cable Television - Classroom Link: Watching TV for Homework (E2).

2010 FIRE & LIFE SAFETY EDUCATOR OF THE YEAR AWARD

The award and citations will be presented after lunch on September 22, 2010. Please look for the nomination form in the brochure.

FAIR PLAN POSTER CONTEST AWARDS TO FIRE DEPARTMENTS

The FAIR Plan will be presenting cash awards to the fire departments who had winners in its annual poster contest on September 22.

WEDNESDAY, SEPTEMBER 22

8:30 - 9:00 AM Registration & Exhibitors

9:00 - 9:45 AM General Session

Dr. Elizabeth Englander, Massachusetts Aggression Reduction Center (MARC)

★ Cyberbullying and Off-line Safety

This presentation will review current research and fieldwork by the Massachusetts Aggression Reduction Center in cyberbullying and how cyberbullying may be related to issues such as gender, school violence, and development.

9:45 - 10:00 AM Break

10:00 AM - 12:00 PM Block A



A1: Meeting Facilitation or

Oh, The Places You'll Go

Heidi Holland, Health Imperatives

Have you been asked to facilitate a staff meeting, coalition meeting, task force, or committee? Are you frustrated by leading and/or participating in meetings that seem to go nowhere? This session focuses on the basics of meeting facilitation starting with developing agendas/goals, dealing with group dynamics and sticking to timeframes. Participants will have an opportunity to practice skills and strategize how to tackle their next facilitation challenge.



A2: What's the Story on Inhalant Abuse?

Howard C. Wolfe, MA Dept. of Public Health

What's the story on inhalant abuse? This workshop will provide an up to date review of inhalant abuse and the latest on the situation in Massachusetts. Attendees will learn to evaluate inhalant prevention materials as we take a hands on look at what is available for free -- including videos and brochures for parents and teens. Many of these materials tell stories, but often ones that make kids more curious. Learn to discriminate between the good, the bad, and the ugly in inhalant prevention.



A3: School All Hazard Planning Part A or *Great Expectations*

Capt. Rick Tustin, Winchester Fire Dept.

Chief Michael Cassidy, Holliston Fire Dept.

Lt. Don Parsons, Westford Fire Dept.

This two part workshop is designed for a team approach with school administrators, teachers, school resource officers and fire personnel. Participants will be introduced to a four step process for all hazard crisis planning and will be given resources based on best practices that will help them to develop Incident Management Teams within their school systems. Part A (this workshop) will focus on mitigation and prevention strategies and preparedness activities. Part B (Workshop D3) will focus on response plans and recovery steps. Priority will be given teams made up of school, fire and police.



A4: Teaching and Interacting with Students with Autism

Fire Capt. Bill Cannata, Autism and Law

Enforcement Education Coalition (ALEC)

Insp. Laura Lee, Georgina (ONT) Fire Dept.

Jason Dorval, Granby Fire Dept.

This workshop will provide teachers, first responders and fire educators with an overview of Autism Spectrum Disorder (ASD), growth rates, theories, common characteristics, effective communication methods, and some practical skills on how to effectively interact with and teach this audience. The presenters will provide information how first responders and educators can recognize an individual with ASD, common components of effective teaching programs, and how to use these techniques to teach safety skills to children with ASD.



A5: Evaluation or *Get Good Reviews*

Jennifer Mieth, Dept. of Fire Services

Jane Moore, Moore Consulting Services

The Department of Fire Services has rolled out a third grade evaluation tool for measuring statewide what they know about the key fire and

life safety behaviors. Participants will learn how to use the tool, use the spreadsheet to collect data, and to generate statistics to use in both their S.A.F.E. Grant applications and Year-End Reports. A preview of the 6th grade evaluation tool being developed will also be provided.

12:00 - 12:45 PM.....Lunch

12:45 - 1:45 PM..... General Session

Mass. FAIR Plan Annual Poster Contest

- ★ Presentation of cash awards to fire departments with winning posters

State Fire Marshal Stephen D. Coan

- ★ Remarks
- ★ Presentation of the *2010 Fire & Life Safety Educator of the Year Award*

1:45 - 2:00 PM.....Break

2:00 - 3:00 PM..... Block B



B1: QPR: Suicide Prevention

Christine Farrell-O'Reilly,
MA Dept. of Public Health

QPR is a nationally recognized suicide prevention strategy taught to anyone who through the performance of their jobs or their social networks are likely to come in contact with people who are at-risk for suicidal behavior. The presentation teaches how to ask the Question-Are you feeling suicidal? How to Persuade the person to seek help and how to make an effective Referral.



B2: Setting Up Sparky's Hazard House or *Building Your Story*

FF Oona Aldrich, Harvard Fire Dept.
FF Greg Harrod, Harvard Fire Dept.

Do you want to borrow one of the DFS Hazard Houses? Four are available across MA. The Hazard House is a wonderful, interactive teaching aid, great for all ages. Learn how to set it up, some

simple maintenance and a few teaching tips. Get hands on practice.

NOTE: This qualifies as the mandatory training you must have before using the DFS Hazard Houses.



B3: Fire Safety House Part I-Classroom or *BestSeller*

FF Rene Demers, Lowell Fire Dept., Ret.
FF Rick Hamm, Tewksbury Fire Dept.
Lt. Susan Daly, Groton Fire Dept.

Learn about one fire district's standard curriculum for fire safety house presentations. Attendees will receive a written lesson plan and handouts to adopt or adapt in their community or fire district. This Part I workshop will explore in-depth how to effectively use this teaching tool to communicate fire and life safety messages. Part II (E5) will include hands-on training inside the fire safety house. Attendance at both sessions is not required.

MAXIMUM 35 PEOPLE.



B4: Story Boarding: Crafting a Video Story

Maryann Janosko, Sharon Public Schools

A picture is worth a thousand words. This workshop will feature step-by-step instructions on how to teach students to tell a compelling story through images by using a storyboard format sheet. Tips and suggestions for achieving the optimum shots and angles for an effective finished video will also be covered. This session would be helpful to anyone making or supervising a video production. Ms. Janosko's students took top prizes in last year's YouTube™ Burn Awareness Video Contest for high school students.



B5: Rubrics for Firefighters or *ABC's and 123*

Capt. Jennifer Collins-Brown,
Topsfield Fire Dept.

Come learn from a firefighter how to develop a rubric to use in evaluating essays, posters, videos,

WEDNESDAY, SEPTEMBER 22 (CONTINUED)

and other creative ways of having students show you what they have learned. The presenter speaks both the language of teachers and firefighters.

3:00 - 3:15 PM.....Break

3:15 - 4:15 PM.....Block C



**C1: 2nd Grade Pen Pals:
Firefighters Teaching Writing or
*Writer’s Workshop***

Lt. Annmarie Pickett, Worcester Fire Dept.
This is a good workshop for public fire educators working with the schools in primarily 2nd and 3rd grades. Ideas and lesson plans for teachers to use with the fire department’s involvement will be presented. This lesson follows a curriculum from start to finish including an evaluation rubric. This is a great way for fire educators and teachers to work together.



**C2: Teaching with the Sprinkler
Demonstration Trailer or
*The Next Chapter***
**Chief Charlie Johnson, Mendon Fire Dept., Ret.
FF Oona Aldrich, Harvard Fire Dept.**

Residential fire sprinklers are the last frontier in fire safety and fire education. Public educators attending this workshop will review the National Fire Protection Association’s Resource CD *Keeping Your Community Safe with Home Fire Sprinklers* for it’s value in educating the community about home fire sprinklers. Educators will also participate in a hands-on demonstration of home fire sprinklers using the Department of Fire Services’ Sprinkler Demonstration Trailer. **MAXIMUM 35 STUDENTS. (Repeated. F1.)**



**C3: Using Sparky’s Hazard House
Part II-Teaching Tool or *Story Hour***
**FF Oona Aldrich, Harvard Fire Dept.
FF Greg Harrod, Harvard Fire Dept.**
Get ideas and teaching tips from experiencing an actual Hazard House lesson in real time. Moving

through the Hazard House room by room, you will learn different ways to use this interactive teaching aid. This prop can be tailored to enhance your current S.A.F.E. curriculum or used on its own to develop exciting new programs. The Hazard House is captivating to audiences young and old.

NOTE: This qualifies as the mandatory training you must have before using the DFS Hazard Houses.



**C4: The Idea Exchange or
*True Life Adventures***
**FF Jason Malinowski, Boxborough Fire Dept.
Capt. James Marshall, Stoneham Fire Dept.**
Come steal three other fire educators’ creative ideas! Boxborough Fire Department gets families to actually practice their home escape plans by offering to come to the home of third graders to watch the drill, extending the classroom to the home. Stoneham’s fire educator writes a regular column for the local paper easily adapting material from others’ websites. A third idea will be presented.



**C5: Educational Interventions with
Juvenile Firesetting or
*The Best of Times, the Worst of Times***
FF Rene Demers, Lowell Fire Dept., Ret.
Participants will learn the basics of an educational intervention for fire setters. The workshop will cover how the approach to fire education for these children is different from what every child needs. In addition these children need fire education to develop decision-making skills so they can make better choices in the future. Participants will take home a CD with a PowerPoint™ training used in the Lowell-based Fire School.

4:15 PMCertificates
Available at Registration Desk

WEDNESDAY, SEPTEMBER 22

4:30 - 5:45 PM **Open Social Hour**
Conversation & cash bar.

6:00 PM **Networking Dinner**
Reservations Required.
Pick-up tickets at Registration Desk.

Social Hour & Dinner Wednesday Night

Join fellow conference attendees and
new friends for drinks and dinner.
Open to all.



Cash Bar.

Reservations are required for the
networking dinner. You can pick up your
tickets at the Registration Desk.
Checks only please, payable to:
Mass. Firefighting Academy Trust Fund.

The Massachusetts Association of Fire
and Life Safety Educators (MA SAFE),
will be donating \$4 toward the price of
every dinner ticket, reducing the cost to
participants from \$26 to \$22.

The goal is to
encourage networking.
You do not have to be a MA SAFE
member to enjoy the dinner and
camaraderie.

THURSDAY, SEPTEMBER 23

THURSDAY, SEPTEMBER 23

8:30 - 9:00 AM **Registration
& Exhibitors**

9:00 - 9:45 AM **General Session**

Timothee C. Rodrique
Director, Division of Fire Safety
★ Welcome

Capt. Rick Tustin, President
Massachusetts Association of Safety
and Fire Educators
★ Imagining the Future

9:45 - 10:00 AM **Break**

10:00 AM - 12:00 PM **Block D**



D1: The Art of Guiding Discussion or The Book Club

**Jim Wuelfing, Massachusetts Council on
Compulsive Gambling**

People in general and firefighters-educators in
particular are all too familiar with the process
of standing up and talking at the audience or
being talked to. The art of teaching using guided
discussion is not something often taught. How
do you prepare for a guided discussion, what is
your goal? What are keys to being successful?
This interactive session will provide information,
skills and practical tips useful for those who
are educators and applicable to other settings
as well.



D2: Incorporating Team Building into Small Group Activities for Middle Schoolers or The Incredible Journey

Tom McGowan, CT Fire Academy
Ms. Donna Grimaldi,
Longmeadow Public Schools

Teaching middle-schoolers involves so much more

THURSDAY, SEPTEMBER 23

than just the subject at hand. Our lessons need to foster the skills the students will need as adults to work in teams and to allow them to apply and use what they are learning in order to develop critical thinking skills. Participants in this workshop will learn some fun team-building activities and how to connect them to teaching key fire and life safety behaviors.



D3: School All Hazard Planning Part B or *More Great Expectations*

Capt. Rick Tustin, Winchester Fire Dept.

Chief Michael Cassidy, Holliston Fire Dept.

Lt. Don Parsons, Westford Fire Dept.

This two part workshop is designed for a team approach with school administrators, teachers, school resource officers and fire personnel. Participants will be introduced to a four step process for all hazard crisis planning and will be given resources based on best practices that will help them to develop Incident Management Teams within their school systems. Part A (A3) focused on mitigation and prevention strategies and preparedness activities. This workshop - Part B - focuses on response plans and recovery steps. Priority will be given teams made up of school, fire and police.



D4: Teaching About Tobacco: 5th Grade Lung Health Education or *Non-Fiction*

Katie Kings, American Lung Association of NE

This workshop is for people who will be providing children lung health information on tobacco, asthma, and air quality. Participants will learn about the American Lung Association's *Healthy Choices, Healthy Lungs Program*, 2010 edition, and how to implement it. Discussion will include what to anticipate when teaching 5th graders about smoking and how to be prepared. Participants will walk away with elementary tobacco, asthma and air quality education tools, knowledge of how to use them and awareness of other available resources.



D5: Master Panel Discussion or *Winning the Pulitzer Prize*

Antiliano Estrella, NFPA Regional

Representative, Providence Fire Dept.

This workshop is for experienced fire and life safety educators and will involve active discussion among participants. Topics to be explored will be succession planning and mentoring so a program has longevity; evaluation and measuring progress towards a specific goal; changing mind-sets inside the fire department or agency and in the community; awareness of cultural diversity in order to reach all the members of the community; how to maintain a multi-disciplinary approach; and how to give as well as take from community partners. Our goal is to change the behavior of people in our communities. How do we effectively do that over the next several generations?

12:00 - 12:45 PM..... Lunch

12:45 - 1:45 PM..... General Session

BILL HARLEY, STORYTELLER

The Power of Story

★ Keynote Address

Stories are what make us human. They are how we communicate, how we remember, how we make sense of things, and how we learn. Today, brain science is showing us what storytellers have known from the very beginning - stories, not facts and figures, are the best way to reach people, connecting with both the head and the heart. Bill Harley will share his experiences and perceptions from thirty years of work as storyteller, giving insight into the power of story in our lives, and how to incorporate it into our daily work.

Bill Harley's conference participation is sponsored by the

Massachusetts Property Insurance Underwriting Association.

1:45 - 2:00 PM.....Break

2:00 - 3:00 PM.....Block E



**E1: Window Fall Prevention or
*All The King's Men***

Mandi Summers, SAFE Kids of Western MA

FF Maria Pelchar, Holyoke Fire Dept.

Erin Christiansen, SAFE Kids Boston

This workshop is ideal for community health workers, health educators, injury prevention advocates, and fire service personnel. The workshop will discuss childhood window falls, including data on deaths and injuries, prevention strategies and programs.



**E2: Cable TV-Classroom Link:
*Watching TV for Homework***

FF Michael McLeieer, Merrimac Fire Dept.

This presentation will discuss an innovative approach from New Jersey to teaching fire safety and prevention in Grades 3-6 using Dr. Frank Field's video *Fire Is*. This realistic, but not scary DVD is divided into five 15-20 minute segments: Fire Is Black, Fire Is Hot, Fire Is Fast, Fire Is an Emergency, and Fire Is Smoke and Gas. As a homework assignment, students watched each segment of the video on local cable access television on a specific night (and hopefully involved the whole family) and the lesson plans included a quiz that was administered the next day in school by the classroom teacher. The presenter will discuss how to adapt this program locally and how to include families that are not connected to the local cable access television station.



**E3: Put a Little Magic in Your Story or
*The Sorcerer's Apprentice***

FF/EMT-P Kate Hansen, Chatham Fire Dept.

Magic isn't all smoke and mirrors. Sometimes it is finding the key to the classroom or group that connects the student to the learning objective in a fun and non-threatening way. This workshop will

demonstrate new ways to deliver your fire and life safety message. This workshop is for teachers and fire safety educators.



**E4: Reaching Older Adults:
Storytelling Traditions**

Arthur Burtman, American Red Cross of
Massachusetts Bay

This workshop will provide tips on how to effectively present to an older audience. The presenter will talk about how to adjust your presentation style to take their physical needs into consideration, how to show and earn respect so you won't be literally tuned out, and how to use their life stories to help you convey your life safety messages.



**E5: Fire Safety House Part II - Practical
or *The Sequel***

FF Rene Demers, Lowell Fire Dept., Ret.

FF Rick Hamm, Tewksbury Fire Dept.

Lt. Susan Daly, Groton Fire Dept.

This workshop will include a training demonstration on the proper set-up of the fire safety house and tips on how to deliver your presentations inside it from experienced educators. How to adapt your message to your audience will be covered. Participants will leave with the guidelines for presentations and PowerPoint™ to take back to train other educators. MAXIMUM 35 PEOPLE.

3:00 - 3:15 PM.....Break

3:15 - 4:15 PM.....Block F



**F1: Teaching with the Sprinkler
Demonstration Trailer or
*The Next Chapter***

Chief Charlie Johnson, Mendon Fire Dept., Ret.

FF Oona Aldrich, Harvard Fire Dept.

Residential fire sprinklers are the last frontier in fire safety and fire education. Public educators attending this workshop will review the National Fire Protection Association's Resource CD

THURSDAY, SEPTEMBER 23 (CONTINUED)

Keeping Your Community Safe with Home Fire Sprinklers for it's value in educating the community about home fire sprinklers. Attendees will also participate in a hands-on demonstration of home fire sprinklers using the Department of Fire Services' Sprinkler Demonstration Trailer. MAXIMUM 35 STUDENTS. (Repeat of C2.)



F2: Campus Fire Safety
Michael Swain, Fire Prevention Officer,
UMass/Amherst

Fire prevention officers, high school counselors, campus officials, and parents should attend. Attendees will get a view of campus fire problems, programs in place to make safer campuses, and what parents should look for at colleges and questions they should ask. Programs on both college campuses and high school will be addressed.



F3: Social Networking Technology:
Rapid Fire Story Telling, Use of Social
Media for Education & Awareness
Chief Michael Cassidy, Holliston Fire Dept.

Social media (including sites such as Twitter, Facebook, YouTube, and Flickr) can be an indispensable tool in communicating your fire and life safety message. Come learn how you can use social media to connect directly with a wider audience than is possible with only traditional media. Presentation includes tips on how to get started, as well as some potential pitfalls to avoid.



F4: StoryTelling From the Beginning or
Once Upon a Time
Bill Harley

In the beginning is the story - we can add movement, voices, props, or puppets but none are as important as the telling of the story. This workshop offers basic advice and practice in the telling of stories, with an emphasis on telling stories in your own way, appropriate to your own setting. In an overview of the many

aspects of storytelling, Bill will offer some basic guides to telling stories, discuss different kinds of stories, and give ideas about the use of story in educational settings. And of course, there will be a few good stories to pass on.



F5: Leveraging Community Resources
or Publishing Your Story
FF Michael McLeieer, Merrimac Fire Dept.

Who doesn't need more funding for public education programs? There are many different resources in the community that you can leverage to sustain fire and life safety education programs. This presentation will give both the new and the experienced fire and life safety educator information and tools on how to reach out to the community for funding opportunities and in-kind donations. We will discuss how to successfully market your program and how to build or strengthen community partnerships.

4:15 PMCertificates
Available at Registration Desk



GENERAL SESSION SPEAKER

Elizabeth Kandel Englander, Ph.D.



Photo by Mike George, Sun Chronicle

**A nationally recognized expert
in the area of bullying
and cyberbullying, childhood
causes of violence
and aggression,
child development, and
characteristics of juvenile and
adult violent offenders.**

Elizabeth Kandel Englander is a professor of psychology and the founder and Director of the Massachusetts Aggression Reduction Center at Bridgewater State College, a center which delivers anti-violence and anti-bullying programs, resources, and research for the state of Massachusetts. She is a nationally recognized expert in the area of bullying and cyberbullying, childhood causes of violence and aggression, child development, and characteristics of juvenile and adult violent offenders.

Dr. Englander was a presidential undergraduate fellow at the University of California at Berkeley where she earned a Bachelor's degree in psychology, graduating with high honors and membership in Phi Beta Kappa and Psi Chi. She was awarded an All-University Predoctoral Merit Fellowship at the University of Southern California, where she completed her Doctorate in clinical psychology in 1989.

She was a National Institute of Mental Health Research postdoctoral fellow at the University of New Hampshire before beginning her teaching career in the

State College system in Massachusetts. Since founding the Massachusetts Aggression Reduction Center she has trained thousands of teachers and administrators in Massachusetts, worked with thousands of schoolchildren, parents and community groups, conducted and published research on the topic of cyberbullying, authored the third edition of a text, and helped write legislation to help prevent violence and bullying. Each year she trains and supervises graduate and undergraduate students and collaborates with multiple agencies around the State of Massachusetts and across the nation.

She is the first recipient of the presidential fellowship at Bridgewater State College, and her expertise in children's violence led to her appointment to the advisory boards for several organizations and to the executive committee for the mental health component of the Attorney General's Safe Schools Initiative under former Attorney General Thomas F. Reilly. She has collaborated with the Massachusetts State Senate in developing the anti-bullying legislation in Massachusetts and has testified as an expert before the Senate. ♦

KEYNOTE SPEAKER

Bill Harley

A Grammy Award-winning artist, Bill Harley is a musician, storyteller, author, and playwright who has carved out a reputation as one of the finest family performers in the United States. Equally comfortable with adult or family audiences, Harley's songs and stories are wise and witty, portraying contemporary American life with a slight off-center bent. For over 25 years Bill's work has spanned the generation gap, reminding us of our common humanity and challenging us to be our very best selves. A prolific author and recording artist, Bill is also a regular commentator for NPR's All Things Considered. Nominated four times for a Grammy, Harley won the award in 2006 for Best Spoken Word for Children. In 2001 he was inducted into the National Storytelling Network's Circle of Excellence and is a recipient of the Magic Penny Award from the Children's Music Network for his lifelong contributions towards bettering the lives of children through music.

As an artist, Bill has broad experience in education, having worked as an Artist in Residence with the Rhode Island State Council on the Arts and the Massachusetts Arts Collaborative. His songs and stories have gained widespread use in classrooms throughout the country;



“ Bill Harley takes his life and turns it into art.

Sounds simple until you actually try to do it.

That Harley's art seems so effortless only underscores his mastery. ”

— Nuvo Newsweekly

Bill often keynotes at regional and national conferences speaking about school culture, writing, and the power of story and song at home and school. He maintains regular contact with teachers and students. Since the fall of 2003, Bill has been artist-in-residence at the Paul Cuffee School in Providence, RI, working with students and teachers on songwriting and storytelling. His work

there has focused on the strengthening of community bonds and building the culture of the school. For three years Bill served as host for the RI Philharmonic Orchestra's Family Concert series. In Bill's writing, recording, performing and in his support of others, he has become a strong advocate for musical, literary, and cultural literacy for children and families. ♦

Bill Harley's conference participation is sponsored by the Massachusetts Property Insurance Underwriting Association.

NOMINATION FORM

2010 Fire & Life Safety Educator of the Year Award

About the Award...

Nominations are being accepted for the *2010 Massachusetts Fire and Life Safety Educator of the Year Award*. This award is designed to recognize individuals or teams for their involvement and commitment to make our world safer from fire or other preventable injuries. Although fire and life safety education may be their job, we are looking for people who go above and beyond to make a difference. We seek to honor people who demonstrate qualities such as leadership, teamwork, creativity, vision, and perseverance. The winner's name will be inscribed on a perpetual plaque which hangs at the Department of Fire Services. The winner will be invited to participate in fire prevention activities with the State Fire Marshal, and to represent fire and life safety educators at appropriate events throughout the year. The award and the runner-up citations will be presented on September 22, 2010 at 16th Annual Fire and Life Safety Education Conference to be held at the Westford Regency Inn & Conference Center.



Who can be nominated...

Nominees may be a member of any profession. They may impact the safety of any part or many parts of the community — children, older adults, teens, special groups of citizens or the general public.

Name of Nominee(s) _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Who can make nominations...

Anyone can make a nomination — peers, chief officers, teachers, principals, or citizens. Do you know someone who has made a difference and deserves to be recognized? Let us know who and why.

Name of Nominator(s) _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Send this nomination form to...

By mail: Department of Fire Services
Fire & Life Safety Educator of the Year Award
P.O. Box 1025 - State Road
Stow, MA 01775

By Fax: 978.567.3199

By e-mail: jennifer.mieth@state.ma.us

The Nomination Deadline is August 25, 2010

Before Labor Day weekend!

The Public Fire and Life Safety Educator of the Year will be selected by a committee appointed by the State Fire Marshal.

NOMINATION FORM (part II)

Please explain...

Please use a separate piece of paper to explain why the nominee(s) deserves special recognition by writing a short answer to each of the following questions. Attach any supporting materials such as newspaper articles, handouts, letters, lesson plans or photos that will assist the selection committee with the difficult task of selecting the one Fire and Life Safety Educator who stands out in a field of talented educators.

Please use another sheet of paper to answer the following:

1. Why does this nominee deserve special recognition?

2. How successful is the program?

(any Young Heroes? statistics? behavior changes by the public or inside the organization?)

3. What is innovative or creative about the approach?

4. What partnerships were built?

(within or between agencies?)

5. What leadership was shown?

6. What obstacles were surmounted or challenges faced?

LODGING

Westford Regency Inn and Conference Center

219 Littleton Road (Route 110) | Westford, MA 01886

The SpringHill Suites by Marriott room rate for conference attendees is \$120. When calling for your reservation, be sure to identify the MA Fire and Life Safety Education Conference. Make your reservations by September 8, 2010. The number of rooms credited to the conference affects the overall cost.

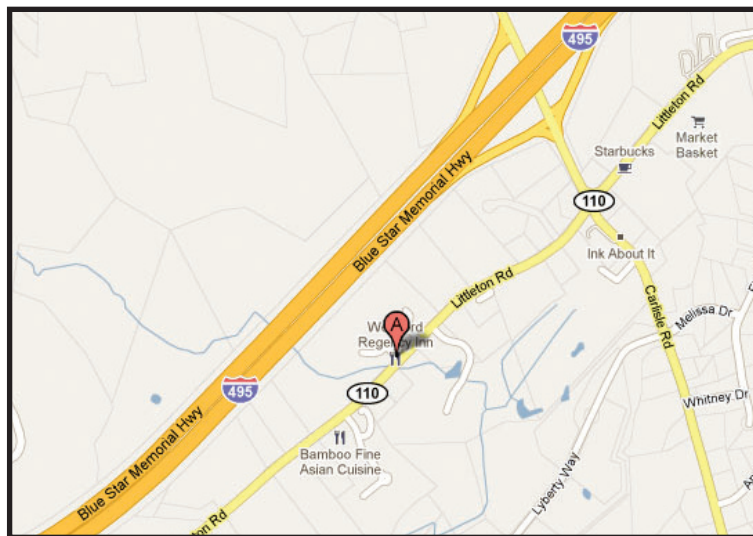
Reservation Deadline: September 8, 2010

by phone: 978.692.8200

or online at: www.westfordregency.com

Individuals must make their own hotel reservations by September 8, 2010.

DFS is not responsible for hotel accommodations.



Directions:

From the North:

Traveling south on I-495 take exit #32 "Westford, to Route 225." At the end of the ramp, turn left onto Boston Road. At the first intersection, turn right onto Route 110 west. The hotel is located 1/4 mile on the right side.

From the East:

Take I-93 north for approximately 17 miles to I-495 south. Take exit #32 off of I-495 south "Westford, to Route 225." At the end of the ramp, turn left onto Boston Road. At the intersection, turn right onto Route 110 west. The hotel is located 1/4 mile on the right.

From the South:

Traveling north on I-495 take exit #32 "Westford, to Route 225". At end of ramp, turn right onto Boston Road. At the first intersection, turn right onto Route 110 west. The hotel is located 1/4 mile on the right side.

From the West:

Take I-90 East/Massachusetts Turnpike to I-495 north. Travel 30 minutes to exit #32 "Westford, to Route 225". At end of ramp, turn right onto Boston Road. At the first intersection, turn right onto Route 110 west. The hotel is located 1/4 mile on the right side.

THIS CONFERENCE IS FOR:

S.A.F.E. Educators
Police Officers
Classroom Teachers
Firefighters
School Administrators
Health Educators
Fire Officers
Elder Service Workers
Injury Prevention Professionals
School Resource Officers
Nurses & EMTs

Dress:

Business casual attire.

Bring a sweater or jacket so you can adjust
to different room temperatures.

**Please share this brochure with others in your agency
and professional networks.**

Available at www.mass.gov/dfs under "What's New"



You Tube Burn Awareness Contest

Sponsored by the MA Association of Safety and Fire Educators and the state Department of Fire Services in conjunction with the MA Property Insurance Underwriting Association

BACKGROUND

Burn Awareness Week is designed to provide an opportunity for burn, fire and life safety educators to unite in sharing a common burn awareness and prevention message in our communities. Information about burn prevention topics can be downloaded from these websites:

- **American Burn Association** www.ameriburn.org/preventionEdRes.php
- **Shriners Hospitals** www.shrinershq.org/Hospitals/Burn_Awareness/Educators
- **Department of Fire Services** www.mass.gov/dfs *click on Fire Safety Topics*
- **National Fire Protection Association** www.nfpa.org *click on Safety Information*
- **Home Safety Council** www.homesafetyCouncil.org *click on Family*
- **Burn Institute** www.burninstitute.org

RULES

The entries will be judged based on how well the rules below were met and how informative the video is. A link from the Department of Fire Services website will direct the public to the uploaded video on YouTube™, with attribution to the creator(s). The creator(s) of the winning video will also receive a digital video camera for the school.

1. Contest is open to Grade 9-12 students enrolled in Massachusetts' schools.
2. The video should be 1-3 minutes long exploring burn prevention topics.
3. The video should include age appropriate material for a target audience of students in grades 9-12. Material should not demonstrate risky or otherwise unsafe behavior. There can be no actual fire.
4. It should be both educational and informational. So many YouTube videos show risky behavior but never tell the "rest of the story".
5. All videos should be well researched.
6. We are accepting entries ONLY from school-sponsored communications courses or sponsored extra-curricular groups.
7. Communications teachers or faculty sponsors must review and approve all storyboards before filming starts.
8. Students are strongly encouraged to contact Student Awareness of Fire Education (S.A.F.E.) officers, public fire and life safety educators or burn and fire professionals and survivors to help with their research.
9. There can be multiple entries from the same school or program, as students may wish to work in small groups or teams on the project. Students on a winning team will share the prize.
10. Videos should be in one of these YouTube compatible formats: Windows Media Video(.avi); .AVI (windows); .MOV (mac); .MPEG; .FLV (adobe flash); .or SWF (shockwave flash).

Submit Entries no later than Friday, December 17, 2010 at 5:00 PM, on CD or DVD to:
Fire Data and Public Education Unit | Department of Fire Services
P.O. Box 1025, State Road | Stow, MA 01775

PRIZES

The **Grand Prize** will be a digital video camera for the school and members of the winning team will share \$200 in gifts cards from Best Buy™. Courtesy of the MA Property Insurance Underwriting Association and the Mass. Association of Safety and Fire Educators.

The **Second Place** team will share \$100 in gift cards from Best Buy™, Courtesy of the Mass. Association of Safety and Fire Educators.

The **Third Place** team will share \$50 in gift cards from Best Buy™. Courtesy of the Mass. Association of Safety and Fire Educators.



EDUCATOR INFORMATION

This contest addresses learning standard components 27.6 (Gr. 9-10) and 27.8 (Gr. 11-12) of the Massachusetts English Language Arts Curriculum Framework (June 2001), Media Strand - General Standard 27: Media Production. School districts offering communications classes, which include the design and creation of media productions, are encouraged to promote this contest through an independent or group assignment as part of its curriculum delivery.



**National Burn
Awareness Week is
February 6-12, 2011**

Newscast - Presentation and Planning: Burn Safety Educational Video

Sponsored by: Mass. Department of Fire Services, Mass. Association of Safety and Fire Educators (MA SAFE) and the MA Property Insurance Underwriting Association

CATEGORY	4	3	2	1
Research	Group researched the subject and integrated 3 or more "tidbits" from their research into their video.	Group researched the subject and integrated 2 "tidbits" from their research into their video.	Group researched the subject and integrated 1 "tidbit" from their research into their video.	Either no research was done or it was not clear that the group used it in the video.
Accuracy of Facts	All supportive facts are reported accurately (3 of 3).	Almost all facts are reported accurately (2 of 3).	One fact is reported accurately.	No facts are reported accurately OR no facts were reported.
Duration of presentation	The video was between 1 and 3 minutes and did not seem hurried or too slow.	The video was between 1 and 3 minutes but seemed SLIGHTLY hurried or too slow.	The video was between 1 and 3 minutes but seemed VERY hurried or too slow.	The video was too long or too short.
Point of View - Purpose	Video establishes a purpose at the beginning and maintains that focus throughout.	Video establishes a purpose at the beginning, but occasionally wanders from that focus.	The purpose is somewhat clear but many aspects of the video seem only slightly related.	It was difficult to figure out the purpose of the video.
Directions	Students followed directions and included message, facts and persuasive technique into their video.	Students followed mostly all directions and included message, facts and persuasive technique into their video.	Students did not follow all directions and did not include all parts of the message, facts and persuasive technique into their video	Students did not follow directions and did not include message, facts and persuasive technique into their video
Content	Students showed understanding of the content and included factual information to educate their audience.	Students showed understanding of the content and included mostly factual information to educate their audience.	Students showed little understanding of the content and included some factual information to educate their audience.	Students showed no understanding of the content and included no factual information to educate their audience.
Creativity	Students were very creative in developing and filming their educational video.	Students were creative in developing and filming their educational video.	Students were mildly creative in developing and filming their educational video.	Students were not creative in developing and filming their educational video.

EDUCATOR'S INFORMATION: This contest addresses learning standard components 27.6 (Gr. 9 -10) and 27.8 (Gr. 11-12) of the *Massachusetts English Language Arts Curriculum Framework* (June 2001), Media Strand - General Standard 27: Media Production. School districts offering communications classes, which include the design and creation of media productions are encouraged to promote this contest through an independent or group assignment as part of its curriculum delivery.